MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

TANF/WoRC Work PARTICIPATION SERVICE DELIVERY PLAN (SDA)

AS ADMINISTERED THROUGH THE

WORK READINESS COMPONENT (WoRC)

FOR

______________ COUNTY/COMBINATION

FOR STATE FISCAL YEAR 2010

INTRODUCTION

TANF Participation Services (aka WoRC) is a transitional program developed to provide support and guidance to participants as they enter into work/employment. WoRC is instrumental in providing opportunities to participants as they transition from receipt of cash assistance to employment and eventual freedom from dependence on government benefits.

Special emphasis is placed on strength based case management that focuses on placing participants into employment or a work experience site based on a good assessment and referral process, documentation of that process with specific outcomes/results, and supportive services to assist in the process.

Strength based case management is a participant-centered process for identifying participant employment needs and assisting the person to connect with the appropriate resources. The participant's strengths are the foundation for developing a realistic action plan to assist the household in achieving an immediate work goal and long-term self-sufficiency plan.

Action plans and setting timeframes for participant success are critical. What is made apparent in the assessment, observation and interviewing MUST become part of the participant's Self Sufficiency Plan and activities. Assessing individual differences including cultural or geographical differences must be addressed as to how they impact employment. Employment placements and a solid work experience placement system must be developed in order for participants to enter employment.

WoRC is a TANF program and TANF policy as put forth in the TANF policy manual must be followed.

TANF Work Readiness Component (WoRC)
Participation Services and Mandatory Related Activities

The current totals of federally required participation hours are:

27 hours per week for a single parent with a child under the age of six;
33 hours per week for a single parent with no child under the age of six;
33 hours per week per individual for two-parent families.

These limits are subject to change by state or federal regulations.

I. Primary Work Participation Allowable Work Activities

This service is required for every TANF applicant/participant. The goal of this element is paid employment. Single parents with a child under the age of six must participate in one or a combination of these activities for a minimum of 25 hours each week. Single parents with no child under the age of six must participate in one or a combination of these activities for a minimum of 23 hours each week. Each adult in a two-parent family must participate in one or a combination of these activities for a minimum of 28 hours per week. Secondary activities may take place for up to 10 hours a week above and beyond the primary activities for single parents and 5 hours a week for each adult in a two-parent family. The primary allowable activities that <u>must be offered</u> under this element are limited to any combination of the following:

A. Unsubsidized Employment- Employment is the goal of this program. Placement in work for any hours counts toward primary hours listed above. Explanation of the Earned Income Tax Credit (EITC) and assistance in applying for such are part of this activity.

1) List and explain the partnerships you have or will develop to create job opportunities in the primary and outlying areas. Include in the explanation how the partnerships will assist participants in gaining work history and/or employment.
2) Describe the methods you will use to provide EITC information and assistance to participants and employers.
3) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.

4) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

B. Work Experience (WEX)

WEX is the matching and the placement of a participant into an actual worksite in order to gain useful training and experience. This experience it meant to guide and help prepare a participant for employment, which is the goal of this component. WEX matching and/or placement is not a mandatory activity but is one of the activities available to help participants to receive training on site. It is recommended that participants be assessed and placed into this component as early as possible.

- **WEX Assessment**-matching skills to specific duties in preparation for site placement. WEX Assessment is a brief matching process that should be followed by immediate and actual placement in a formal work experience training site. The process is limited to four consecutive weeks of activities designed to "match" a participant to a specific WEX placement site. The needs of the WEX site, including background checks required for site placements involving children, elderly and disabled, and the employability needs of the participant will be considered for placement purposes. During the WEX Assessment Process, the participant will have the opportunity to investigate the placement at the specific WEX site and to ensure the placement will be successful.
- **WEX Placement-**placement at actual work site.
  The spectrum of WEX sites developed may offer two levels or tiers: 1) to develop proper workplace behavior and, 2) to develop or learn certain specific skills. The levels may exist at the same site or may require the participant to move through sites as they advance their skills and training levels. It is <u>mandatory</u> to monitor all WEX sites or placements monthly through a face-to-face visit with the site supervisor. Phone contact must occur weekly between such face-to-face visits. Worker's Compensation for a person placed in this element is covered by DPHHS. Examples of tiered sites are:
  Level one – Clothes sorter at a charity organization such as Goodwill; recycling pick-up route assistant or similar activities. The purpose of this level is basic employment readiness: showing up on time; wearing presentable attire; taking basic instructions, following directions, etc.
  Due to the restrictions for some participants, it is highly recommended that a tier one site be utilized in the WoRC office. WoRC can partner with local community service sites for duties or can find duties within their organization which would train these participants in basic life and employment skills which translate into employment readiness achievement.
  Level two – Clerical or data entry; reception work; other basic office, store or basic manufacturing skill development. The purpose is to learn or enhance skills that can be used in the first job or job advancement.
  1) Describe how you will match and place a participant at the appropriate site. List steps, assessments, and tools you might use.
  2) Describe how WEX sites will be developed for each tier and how they will be monitored monthly within your service area.
  3) Explain how you might use this component to assist a participant in documenting potential restrictions and limitations as part of the SSI process.
  4) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.

5) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

C. Community Service Programs

This is a participant driven activity and is designed to improve employability. Participants can volunteer in a recognized volunteer agency and position for the direct benefit of the community under the auspices of public or non-profit organizations.

- **CSP Assessment**-matching skills to specific duties in preparation for site location. CSP Assessment is a brief matching process that should be followed by immediate and actual participation in a community service training site. The process is limited to four consecutive weeks of activities designed to "match" a participant to a specific CSP site. The needs of the CSP site, including background checks required for site participation involving children, elderly and disabled, and the employability needs of the participant will be considered for placement purposes. During the CSP Assessment Process, the participant will have the opportunity to investigate and set up the placement at the specific CSP site and to ensure the participation will be successful.
- **CSP Participation**-participation at actual community service site.
  It is the participant's responsibility to locate a site and report participation hours that are verified by a site supervisor. Workers' Compensation is not available for participants at self-directed volunteer sites. Use of this component is limited. It is to be used to fill primary hours when other activities do not meet the full hour requirement. It may also be used when absolutely no other work activities are available or appropriate. Monitors will be reviewing this component to ensure limited use.
  1) Describe how you will monitor this activity both for participant hours and limited use.
  2) List organizations in your area that would be considered a suitable placement for community service.
  3) Explain how you might use this component to assist a participant in the SSI process.
  4) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.
  5) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

II. Limited Primary Activities - Under current TANF regulations, certain activities may be designated as primary activities (though not actual work). These activities, however, are time limited.

A. Job Search/Job Readiness – This activity is important as it assists participants in obtaining employment, which is the TANF goal. Activities in this code should assist in seeking, obtaining, and preparing the participant for employment. **This component cannot exceed 240 hours for a single parent with a child under the age of six or 360 hours for a single parent with no child under the age of six or two parent households in any 12 month preceding time period and no more than 4 such weeks can be consecutive**. **One hour of job search/job readiness in any week is counted as a complete week of job search/job readiness for federal reporting purposes,** so this component must be used wisely and to the participant's maximum advantage. Each case manager must manually track the history of this component for each participant in order to have the information needed for appropriate scheduling. Random reviews must be completed on all unverified job search activities.

1) Explain what tools you will include in the job search portion of this component and how your agency will provide such activities.
2) Explain what tools you will include in the job readiness portion of this component and how your agency will provide such activities.
3) Explain how you will decide if it is an appropriate time to utilize this component (due its limits).
4) Limits are tracked on TEAMS, and hours negotiated/reconciled can be found on EMPS screen. An error message appears when this component is input and the limited weeks have already been used. Explain how you will monitor and track locally to ensure no more than four consecutive weeks are used to benefit participant planning.
5) Explain the process for completing random reviews for job search activities.
6) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.
7) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

B. Vocational Education Training/Short Term Training – This component includes organized education beyond high school that leads to a certificate, associate degree, or advanced (Bachelor or higher) degree. Participants are limited to 12-months of Short Term Training activities during their lifetime receipt of TANF. Each case manager must manually track the history of this component for each participant in order to have the information needed for appropriate scheduling**.**

- **STT Assessment-**addressing assessment skills to specific duties in preparation for schooling. STT Assessment is a brief matching process that should be followed by immediate and actual participation in education beyond high school. The process is limited to four consecutive weeks of activities designed to enhance skills in order to prepare a participant for school.
    1) Explain how you evaluate a participant's action plan; stated goals or self-sufficiency plan to make sure the planned education leads to employment.
    2) Explain how you will counsel participants to use this year to their advantage.
    3) Limits are tracked on TEAMS, but no history is recorded. An error message appears when this component is input and the limit has been used. Explain how you will monitor and track locally to benefit participant planning.
    4) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.
    5) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

Educational activities for individuals without a high school diploma or GED—This component is allowable as a primary activity for an individual under 20 years of age who lacks a high school diploma or GED.

- **HSE Assessment-**addressing assessment skills to specific duties in preparation for schooling. HSE Assessment is a brief matching process that should be followed by immediate and actual participation in education involving high school or GED studies. The process is limited to four consecutive weeks of activities designed to enhance skills in order to prepare a participant for school.
    1) Please describe any partnerships you have to assist participants in achieving their high school diploma or GED certificate.
    2) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.

3) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

III. Secondary Work Participation Activities – These activities can be scheduled for no more than 10 hours per week for single parent families and the five (5) hours a week for two-parent families. **<u>All primary activities should be met prior to engagement in secondary activities. Secondary activities are optional; primary are required.</u>**

A. **Job Skills Training directly related to employment – The activities in this component must provide training and education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the demanding changes in the workplace.**

1) Explain what activities you plan to provide under this component.
2) Explain how you will partner with employers to provide training for participants.
3) Explain how you will track and limit hours to those after primary hours of work participation are met.
4) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.
5) Describe how you will meet the requirement for daily supervision of or how you will monitor this component via third-party supervision and verification.

B. **Adult Basic Education or Literacy Activities -** Education directly related to employment, OR satisfactory attendance at a secondary school or in a course of study leading to a GED. **This activity is limited to individuals who are 20 years of age or older AND do not have a GED or High school diploma.** If a person already has a **GED** or high school diploma and needs additional education or retraining, these activities must be placed under WEX or Job Skills Training (as above) and must be limited.

- **ABE Assessment-**addressing assessment skills to specific duties in preparation for schooling. ABE Assessment is a brief matching process that should be followed by immediate and actual participation in education involving high school or GED studies. The process is limited to four consecutive weeks of activities designed to enhance skills in order to prepare a participant for school.
  1) Describe any partnerships you have to assist participants in achieving their high school diploma or GED certificate.
  2) Explain how you will document and track the activity and limited hours.
  3) Describe the third party verifications you will collect and use to show actual participation hours for reconciliation of activity hours under this component.
  4) Describe how you will meet the requirement for daily supervision of this component.

IV. **Limited Activities –** the following codes are meant to be used on a temporary/short-term basis.

NPI – Not Participating Incapacitated is to be used ONLY when an individual provides documentation from a doctor stating <u>total incapacitation</u> (i.e. on bed rest) and unable to participate in **any** employment or training activities. NPI code is limited to three months in a 12 month time period.

NIH – Needed in the Home is to be used when a participant is needed in the home to care for a disabled child or family member who is living in the home. Participant must provide documentation from a doctor stating care needs. Participant requesting NIH must be on the only possible care taker.

NCC – No Child Care (long term) is to be used when a participant is unable to locate any long term child care through no fault of their own. This must be verified through the local resource and referral agency.

EBI – Extended Benefits Incapacitated is to be used when an individual meets the criteria for extended benefits and the activities they are completing do not meet any of the allowable work activities.

1) Explain your process for requesting use of any of the above component codes.
2) Describe the information gathered in making the request for use of these codes.
3) Explain your case management during the time period when one of the codes is approved for use.

While SSI related services are not a primary or secondary allowable activity in the present form, the services may still be provided as part of a person's self-sufficiency plan. Assisting TANF participants in the navigation through the complex SSI process might be done through a WEX component or use of Community Service to prove or disprove a physical or mental condition qualifying the individual for SSI. Case management assistance may be required with:

- Filling out the initial application (include researching phone numbers, getting records and verifying appointments);
- Appointment Assistance (arranging transportation, if necessary, and following up on participants' attendance at required appointments). Appointments may include legal process appointments required by SSA as well as appointments for assessments and follow-up visits.
- Assisting Disability Determination Services (face-to-face assistance, assisting participants in obtaining medical records or getting appointments, assisting participants through the SSI process in a manner that meets the timelines and deadlines of SSA).
  1) Please describe the activities you will use to assist participants in the SSI process.
  2) Please explain how you will coordinate services with Disability Determination Services and Social Security Administration.

V. Participation Management Services– Ongoing for each participant.

A. Case management

1) **Immediate WoRC Engagement** – Priority appointments must be available for the participants for enrollment and immediate engagement of appropriate negotiated activities. Participants must be seen within three working days of the referral on RELI. With local Offices of Public Assistance (OPA) doing same-day service, it is recommended that WoRC try to accommodate applicants as soon as possible, but no later than the third working day.
   1) Please explain your process for priority appointments and how you will insure the participants are seen timely. Be specific in outlining the process for checking/receiving referrals and for enrolling participants timely.
2) **Alternative contact methods, sites, and hours -** It is imperative that WoRC provides services and coordinates services when and where they are needed. Activities and services must be available during hours the participants can access them. Outreach to remote sites should occur to develop WEX sites, contact participants and provide services. Alternate contact methods and service provision are expected as necessary. Meeting participants in neutral surroundings to investigate good cause or personal barriers is recommended.
   1) Specifically explain what hours your office will be open or case managers will be available to participants; keep in mind that your office must be open during the lunch hour. If you are not willing to extend office hours, what other methods are in place to provide services to participant who cannot make it into WoRC during the 8-5 time span?

3) **Coordination and collaborative efforts -** Coordination with other TANF funded programs such Family Economic Security Programs, and mental health aimed at moving participants into employment is required. Collaborative efforts with all other associated community caseworkers, including OPA, for provision of potential resources must occur regularly and always occur in crisis situations. Appropriate information releases must be signed and in place before information is exchanged.
    1) Describe your collaborative efforts. Be specific as to when, where and how you collaborate; with whom you collaborate; and, what strategies are in place for crisis situations.
4) **Supportive services -** Supportive services must be available for all scheduled activities as needed by participants. You must continue to coordinate supportive services with your local OPA as they may still give supportive services to those enrolled in Tribal Native Employment Works (NEW). Expenditures for all county issuances need to be tracked internally so both the OPA and WoRC know remaining balances each month.
    1) Please describe your detailed supportive service process and how you will insure that monies are available to all participants demonstrating the need for services.
5) **Case management services -** Ongoing weekly face-to-face case management for each participant is required with alternative arrangements accepted when appropriate. Case management may include the brokering of resources for the participants. Referrals to other services will include follow-up to insure that contact was made and timely and appropriate services were addressed by the outside agency.
6) **Extended Benefit and At-Risk Cases –** These cases generally require more case management time. At a minimum there must be weekly face to face case management meetings documented in TEAMS to show any progress or lack of progress the participant is making towards their goals. Clearly detailed activities must be measurable.
    1) Explain how you will coordinate with OPA and the County Director on conducting the at-risk interviews. Explain your process for monitoring the extended benefit and at-risk cases to be sure they are making progress towards their goals.
7) **System and Data requirements –** It is a requirement that the contractor be able to access The Economic Assistance Management System (TEAMS) to record and track WoRC participation, activities, supportive services and other elements as necessary. The WoRC Contractor Guidelines will detail which activities must be tracked and how to track them. The Department has furnished WoRC computers and printers for case managers directly affiliated with WoRC data input case management. Should operators change, the equipment it must be transferred to the new operator unless otherwise negotiated. Additional computers may be purchased by a contractor, but must meet all Department standards and regulations.
8) **Policy –** The TANF policy must be followed per federal regulations, the TANF Manual and WoRC Guidelines. This includes all TANF policy regarding sanction, supportive services, reconciliation, participation etc.
9) **Childcare** information and referrals will be provided in accordance with Department policy and WoRC guidelines.
10) All case managers must receive **HIPAA and Civil Rights training** annually and must be informed of all the confidentiality requirements of both DPHHS and the contracting entity.
11) **Reporting** – The WoRC monthly report is due the last working day of each month for the prior month. The work comp report is due quarterly. The reports must be submitted timely.
12) **An inventory** of all DPHHS computers/equipment must be maintained and updated regularly. The inventory needs to include any computers/equipment purchased with

TANF/WoRC funds. Inventory must be updated with the Department on a regular basis.

13) **Marketing** – The WoRC program must market the program. This marketing is first to the participants to help them to see the benefit of participation and then to employers and community agencies to get their support of the program. Marketing is especially needed in the area of physical and mental health care providers.
    1) Describe your marketing strategy. Explain how you will make community partners including educational, medical and mental health aware of the services offered and the program requirements.
14) **Internal controls for participation** – Case reviews must be completed by supervisory staff and the findings self-reported. Case file reviews (form provided) are required for each program. Supervisory staff members are to complete 3-5 reviews for each case manager they supervise. Copies of the review forms are sent to the monitors on a monthly basis.
    1) Explain your process for selecting files and the any follow-up in the findings.
    2) Describe who is responsible for reporting those findings to the monitors.

SECTION 2- CONSIDERATION

A. In consideration of the services to be provided under the Contract or Amendment, the Department will pay the Contractor only for **<u>actual</u>** and reasonable TANF (only) expenses incurred to provide the amount and quality of services agreed to by the parties and delivered by the Contractor during the term of the Contract or Amendment. The reimbursement to be provided by the Department may not exceed the total amount as indicated in the Contract or Amendment. TANF funds cannot be co-mingled with other funding sources and must be tracked and reported separately.

B. The contractor agrees not to use contract funding to compensate personal services in excess of the Federal Cost of Living Adjustment. This includes but is not limited to salary increases, cost of living differentials, and incentive awards and bonuses.

C. The Department may pay the Contractor an advance of no more than a one-month average of the total Contract or Amendment amount upon the execution of the Contract or Amendment by both parties. Advances are not allowable to other state agencies based on OBPP policy.

D. The Department will reimburse the contractor actual and reasonable expenses within thirty (30) days after the receipt of a completed DPHHS WoRC Reimbursement form or other form as indicated by the Department.

E. The contractor agrees to submit a completed WoRC Reimbursement or other form as indicated within thirty (30) days after the close of the month for which the report is compiled. **<u>Fiscal modifications to a completed form may be done within sixty days after the close of the month for which the report is compiled. The Department will not accept modifications for prior months beyond this time frame.</u>**

F. The contractor agrees to follow the spending plan and narrative as submitted in the Services (SDA) Plan (Appendix A). If monitoring indicates expenditures below or above projected spending plan, the contractor must submit a corrective action report within 30 days of the monitoring report. Fiscal or program personnel will review the quarterly spending plan for adherence to this requirement.

G The Department will review the average number of participants served quarterly, or sooner if warranted, and if a significant change in numbers has occurred and holds steady, then the Department may make contract funding changes based on those new numbers.

H. The Department may adjust the monthly payments to the Contractor for May and June to reduce or eliminate any overpayment caused by the advance paid upon the execution of the Contract or Amendment.

I. The Contractors shall return to the Department, within thirty (30) days of the expiration date of the Contract or Amendment, any funds over and above actual and reasonable expenses incurred during the duration of the Contract or Amendment.

J. The Contractor agrees that Contractor billing will be subject to audit and adjustment, either before or after the Department makes payment of any amount under the Contract or Amendment, as the Department in its discretion, determines necessary.

K. The Contractor must submit the final billing and contract closeout package (supplied by the Department) for the Contract or Amendment within **thirty (30) days** after the expiration of the Contract or Amendment.

L. The Department may withhold monthly and final payments in their entirety or in part when the Contractor, without good cause, fails to submit a acceptable reports required by the terms of the Contract or Amendment or when the Contractor is failing to perform as required by the Contract or Amendment.

M. The Department may withhold monthly and final payments in their entirety or in part when an audit indicates monies were not spent in accordance with GAAP and federal or state laws or policies.

N. The contractor shall:

1. Not transfer funds between the TANF-WoRC program, RET Program, SNAP E&T Program and SNAP E&T Supportive Services line items as they are individually funded and listed as such in the body of the contract
2. Seek approval in writing from the Department before transferring funds equaling 10% or more of the total of any of the following: Personnel Services, Operating Expenses or Equipment categories. An SDA budget amendment will be required if the transfer is approved.

O. The Contractor, upon termination of its contractual relationship with the Department, must turn over to the Department, or a designee of the Department, possession of any item of personal property and equipment and furnishings purchased with monies paid to the Contractor through this contract that in value was equal to or greater than $250 upon purchase.

The Contractor must maintain an inventory of the above-described items and provide the inventory to the Department annually. The inventory must include the purchase price and the current location of each item. The inventory list must be updated annually while the Contractor retains a contract for these programs. If an item of personal property was purchased with non-contractual funding, as well as contractual funding, the item must be maintained on the inventory with the respective funding amounts denoted. The value of the contractual contribution must be compensated to the Department or its designee either through a payment of that amount or through the provision of further personal property items upon termination of the contract. Current value of the property will be taken into consideration.

Prior approval must be obtained from the department before disposal of an item of personal property purchased with contract funds.

Please sign below indicating that you agree to abide by and provide all of the above per TANF manual and WoRC Contractor Guidelines.

Name Title Date

SERVICES PLAN BUDGET

Direct and Indirect costs, cost allocation plans, fiscal accountability, and audit procedures must be documented and verified per Generally Accepted Accounting Principles (GAAP).

Please fill out the budget worksheet and supply the narrative and other materials as indicated below:

A **PROJECT OPERATING PLAN NARRATIVE** must accompany the Budget Worksheet. It must include:

> **Personal Services –** Individually list the position titles, number and percentage of full time equivalent positions for each position title and what the position does in the program. List the salary and total benefits to be charged to WoRC for each position. Do not include any personnel for which you have a subcontract. Please list the name, address, e-mail address, and phone number of the financial officer or other responsible fiscal person designated by your organization. Refer to the Operating Expenses below to determine if a person's time should be counted as administrative cost or program cost. In the Personal Services narrative section, list the salary range for each position title.
>
> **Operating Expenses -** Indicate all operating expenses on the Budget Breakdown worksheet. Examples of operating costs are rent, utilities, supplies, and phone. If you subcontract for any portion of the program, include those expenses as a separate line on the Budget Breakdown worksheet. Explain what portion of the program is subcontracted, any personnel supplied through the subcontract and indicate the cost of the subcontract in the "Additional Narrative" section following the budget. Copies of the subcontract **must** be submitted to the PAB Contract Officer as per your contract. Refer to **Attachment A of the contract** for contractor's accountability and responsibilities pertaining to the services provided reimbursement requirements, updating inventory lists and sub-contracts requirements.

These guidelines are strictly guidelines and do not take precedence over the contract or the TANF regulations.

The contractor shall:

3. Not transfer funds between the TANF-WoRC program, FSET Program and FSET Supportive Services line items as they are individually funded and listed as such in the body of the contract.
4. Seek approval in writing from the Department before transferring funds equaling 10% or more of the total of any of the following: Personnel Services, Operating Expenses or Equipment categories. A budget amendment will be required if the transfer is approved.
5. Notify the Department in writing within thirty (30) calendar days of the transfer of funds of less than 10% of the total in any of the following: Personnel Services, Operating Expenses or Equipment categories if they impact services.

For purposes of this Plan and the contract the word commingle means:
Commingle means funds that are blended with other funding sources, and not kept segregated. For purposes of this contract, TANF and/or MOE funds must be segregated for expenditure and accounting purposes. Separate records must be kept that identify the source and application of funds for federal and state sponsored activities. The records must be supported by source documentation. **TANF FUNDS CANNOT BE COMINGLED WITH ANY OTHER MONIES FOR ANY PURPOSE.**

Projected Budget Narrative and Breakdown Worksheet

Complete for each line item listed in the contract

	Total
Personnel Services (1a+1b)	**$0.00**
a. Salaries	
b. Benefits	

Personnel Services			
Position Title	**Number of Employees**	**Percentage of FTE**	**Salaries & Benefits**
		Total	**$0.00**
Personnel Services Narrative (Please list the salary range for each of the position titles listed above):			
Lines may be added to the Personnel Services section if needed.			

Operating Expenses	
Indirect Costs / Common Costs	
Building & Auto Insurance	
General Liability Insurance	
Maintenance/Janitorial	
Internet/Data Network Charges	
Computer Leases & Maintenance	
Rent	
Records & Storage	
Supplies & Printing	
Phone / Long Distance, Postage, Outreach Advertising	
Personnel--Recruiting Advertising	
Travel & Per Diem *Please list Examples below*	
Staff Development & Training *Please list Examples below*	
Total	**$0.00**
The Operating Expense section must be completed in it's entirety. Lines may be added; however, for each additional line a narrative must accompany it below.	

Grand Total (Personnel Services and Operating Expenses)	**$0.00**

*Narrative Section for expenses requiring examples or for expenses not listed above: